



Arkansas Department of Human Services

Division of Child Care and Early Childhood Education



State Pre-K (ABC) Unit

P.O. Box 1437, Slot S-160 Little Rock, AR 72203-1437 • 501-320-8947 • Fax: 501-683-0971 • TDD: 501-682-1550

Arkansas Better Chance/Arkansas Better Chance for School Success Program Update: January 17, 2012

Subject: Billing Procedures

To: ABC Centers ABC Family Homes	From: Tonya Russell, Director Paige Cox, State Pre-K/ABC Program Administrator
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<p>Regulations:</p> <p>6.06 DCCECE shall not be responsible for sending out additional or late payments due to failure of Agency to enter data in COPA. DCCECE will assume any payments not disputed within 30 days of receipt shall be correct. DCCECE cannot retroactively pay any Agency for previous year services.</p> <p>6.07 Payment shall be withheld if a program does not comply with reporting requirements.</p>
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Purpose:

- **This notification serves as a reminder that all billing must be submitted accurately and on time each month.**
- Billing must be submitted through COPA to the ABC office by the close of business on the 5th of each month. If the 5th falls on a weekend, billing is due by the following Monday.
- New procedures have been created to handle noncompliance. These procedures go into effect immediately.

Procedures for Noncompliance:

1. The first time that an ABC agency does not submit billing by the deadline:
 - Data specialists will attempt to contact the program by email and/or telephone to assist them.
 - **Program representatives must attend mandatory training and submit a compliance plan to the ABC state office.**
 - Letter of notification will be mailed to agency’s ABC program coordinator.

2. The second time a program fails to submit billing on time:
 - **ABC funding will be withheld for the current billing cycle.**
 - Letter of notification will be mailed to ABC agency’s legally responsible entity (director, superintendent, board of directors, etc.).
 - Late billing will be added to the next month’s check assuming it meets the deadline requirements.

3. **Three failures by an ABC Agency to adhere to ABC billing procedures may place the program on a “do not renew” list for future funding.**